

I. INTRODUCTION

This policy manual (Manual) sets forth the general budgeting and accounting policies, rules, regulations and guidelines that are to be followed by the agencies of the State of Delaware in planning, budgeting, managing and reporting their financial transactions.

This Manual is promulgated by the Budget Director pursuant to his statutory power to prescribe the manner, methods and forms to be used by the departments and agencies to ensure appropriate control of the fiscal affairs of this State. This power has been affirmed in opinions of the Attorney General, dated July 7, 1965 and February 22, 1980, which state:

"The accounting practices of the Accounting Manual are not simply recommendations of the Budget Director - - they are the law of this State with which there must be total compliance by all agencies."

The purpose of this Manual is to prescribe the policies and document the processing necessary to accommodate and report the execution of the budgets of the State. These procedures contemplate the generation and reporting of operating results through a system of codes for use at all levels of financial administrative responsibility.

These regulations are for use in the accounting and reporting of General Fund and Special Fund financial transactions.

Those portions of **Title 29, Part VI, Delaware Code**, applicable to a system of accounting for, and recording and control of, the fiscal practices and policies by the State are the authorities for the issuance of this Manual.

The Budget Director is responsible for prescribing the records and accounts of this system of accounting and the manner and method by which they will be maintained.

The Secretary of the Department of Finance is responsible for the maintenance and operation of the accounting system.

Department or agency heads are responsible for establishing and maintaining an effective system of internal control. Such departmental policies/procedures shall be in writing, and will reasonably ensure that:

- All assets can be accounted for and safeguarded against waste, loss, unauthorized use and misappropriation;
- Revenues and expenditures are recorded properly so that reliable financial reports may be prepared.
- The transactions are clearly documented, and the documentation is available for examination.

The Manual consists of fourteen chapters. Pages are numbered consecutively within each chapter.

Numerous references are made in this Manual to the Delaware Code. The following list presents the "Code" by title and volume:

TITLES OF THE DELAWARE CODE

Title #	Description	Volume
-	U.S. Constitution and Organic Acts/Delaware Constitutions	1
1	General Provisions	2
2	Transportation	2
3	Agriculture	2
4	Alcoholic Liquors	2
5	Banking	2
6	Commerce and Trade	3
7	Conservation	4
8	Corporations	4
9	Counties	5
10	Courts and Judicial Procedures	6
11	Crimes and Criminal Procedures	7
12	Decedents' Estates and Fiduciary Relations	7
13	Domestic Relations	8
14	Education	8
15	Elections	8
16	Health and Safety	9
17	Highways	9
18	Insurance Code	10
19	Labor	11
20	Military and Civil Defense	11
21	Motor Vehicles	11
22	Municipalities	12
23	Navigation and Waters	12
24	Professions and Occupations	12
25	Property	13
26	Public Utilities	13
27	Religion	13
28	Sports and Amusements	13
29	State Government	14
30	State Taxes	15
31	Welfare	15